

ADMINISTRATIVE MEMO NO. 14A

March 29, 1943

TO THE DIVISION AND SECTION CHIEFS OF FBIS:

Resignation and Dismissal

Supplementing, underlining and slightly amending Administrative Memo No. 14 of January 1st, 1943, outlining our procedure for resignation and dismissal, I should like to indicate the following procedure which should be followed invariably. As stated in the memorandum of January 1st, the purpose of this procedure is not to limit in any way our power to make vigorous use of the dismissal authority we possess, but it is intended to make each action of dismissal a careful and deliberate process on the basis of written evidence, so that there will be no misunderstanding or confusion from beginning to end.

1) When a person in a supervisory position is dissatisfied with the work of a subordinate, he should, wherever possible, give a specific warning to that person and make a record of it to Mr. Moore, so that a careful review of the person's incompetence or difficulties can be made at an early stage, and so that there will be a clear record of the warning if an eventual dismissal is necessary.

2) Where the decision has been made on the part of the supervisor or section chief to recommend removal, this decision should be presented to Mr. Moore in a written statement giving the reasons for and instances of dissatisfaction.

3) Mr. Moore, who will normally act for the Director in these matters, will continue the practice of making a suggestion to transfer, where that is possible, or of voluntary resignation to the person in an oral interview, thus involving no formal negative action where it is not necessary. If the person does not accept the suggestion of resignation or transfer, the dismissal process shall be carried through by the Office of the Director. The person who is to be dismissed has the right to an interview with Mr. Leigh, and only after the case has been referred to Mr. Leigh will the formal dismissal process be carried through. Resignation or transfer may be made without reference to the Director, but dismissal according to present wartime regulations will be an act of the Director, and will include a written statement of the reasons for dismissal.

/s/ Robert D. Leigh

Robert D. Leigh

Director

Foreign Broadcast Intelligence Service